MANDATORY DISCLOSURE FINANCIAL CHECKLIST

Please send all documents as separate attachments via email. If sent as one email there is an additional charge.

Florida court rules require that you provide the following information:

_____ **Financial Affidavit**

A complete and signed Financial Affidavit. Use the short form if your individual annual gross income is less than $50,000 per year and the long form if your individual annual gross income is more than $50,000 per year.

_____ **Personal Income Tax Returns**

1. All personal (1040) federal and state income tax returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years; or

2. The transcript of your tax return as provided by the IRS form 4506-T;

or

3. IRS Forms W-2, 1099, and K-1 for the past year because your income tax return for the past year has not been prepared.

_____ **Business Tax Returns**

Corporate, partnership, and trust tax returns for the last 3 tax years, in which you have an ownership or interest greater than or equal to 30%.

_____ **Income Documentation**

1. Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit; and

2. A statement identifying the source and amount of all income for the 3 months before the service of the financial affidavit, if not reflected on the pay stubs produced.

_____ **Personal Financial Statements**

All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.

_____ **Real Estate Documents**

All deeds to real estate in which you presently own or owned an interest within the past 3 years. All promissory notes in which you own or owned an interest within the last 12 months. All present leases in which you own an interest.

_____ Bank Accounts

All periodic for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.

_____ Brokerage Accounts

All brokerage account statements for the last 12 months.

_____ Retirement Plans

The most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.

_____ Life Insurance Documentation

The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring your life or the life of you or your spouse.

_____ Health Insurance Documentation

All health and dental insurance cards covering either you or your spouse and/or your dependent child(ren).

_____ Personal Debt

All credit card and charge account statements and other records showing your/joint indebtedness as of the date of the filing of your action and for the prior 3 months. All promissory notes upon which you presently owe or owed within the past year. All lease agreements upon which you presently owe.

- **_____ Premarital/Marital Agreements**

  All premarital and marital agreements between the parties to this case.

- **_____ Modification Proceedings**

If this is a modification proceeding, then all written agreements entered into between the parties at any time since the order to be modified was entered.

_____ **Other Documents**

All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.

_____ **Support Orders**

Any court order directing that you pay or receive alimony (spousal support) or child support.